

Adopted: 7/7/2015 Modified: 11/2017, 11/2018, 04/2019

Ray County Library – Children’s Librarian

Education & Experience Qualifications:

Master's degree in library science preferred OR a Bachelor’s Degree with a minimum of 2 years in library or teaching experience, OR an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Knowledge, Skill, & Ability:

Experience working with children; knowledge of children’s literature and children’s behaviors; considerable initiative in devising new and original children’s programming/services; ability to work well with/teach children, both individually and in groups; self-motivated; creative and flexible with the ability to prioritize tasks and work independently; competence in oral and written communications; ability to establish and maintain effective working relationships with superiors, subordinates, colleagues, corporate representatives, principals, teachers and parents.

Personal Attributes:

Possess a friendly and helpful attitude; possess the ability to communicate effectively, possess the ability to deal with customers and coworkers in a courteous manner; maintain a neat personal appearance; possess initiative and common sense.

Supervision Received: Works under the direction of the Library Director.

Supervision Exercised: Oversees library volunteers associated with Children’s programming.

Hours of Work: Full Time

FSLA Status: Non-Exempt

Essential Physical Abilities to be accomplished with or without reasonable accommodation are:

CLARITY OF SPEECH and hearing which permits the employee to communicate effectively with supervisor and other employees.

VISION which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form. Vision abilities include, but are not just limited to): close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

MANUAL DEXTERITY which permits the employee to operate a keyboard and any other assigned equipment to process library materials. Includes, but is not limited to, use of hands to finger, grasp, handle, feel or operate objects, tools, or controls.

PERSONAL MOBILITY which permits the employee to monitor, supervise, and perform assigned library operations, and to attend to Library district, community, and public meetings at various locations.

LIFT UP TO 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop, kneel, crouch and reach shelving from floor to level to 6 feet high, and stand or walk for at least 2 hours at a time.

TOLERANCE for dust and mold which permits the employee to work with books and other library materials as well as work in an older facility.

Essential Job Functions:

- Initiates, plans, conducts and monitors a variety of programs and activities to encourage the use of the library by children and young adults, including but not limited to story times, field trips, tours, special events, reading clubs, reader advisory, and outreach events.
- Maintains and cultivates good working relationships between the library and parents, caregivers, schools, teachers, other libraries, and other organizations to promote and encourage the use of the library.
- Keeps track of library usage, program attendance, and other statistics.
- Develops ideas and assists in preparation of proposals for grant funds in the area of youth services.
- Provides assessment of budgetary, personnel, and equipment needs of library's youth service areas.
- Performs cataloging tasks for children's materials (as needed or directed).
- Assists the Director in collection development tasks for children's materials, including inventory, selecting materials, deselecting materials, and donations.
- Gives information, reference service, and reader's advisory service to the public in person, online, and over the telephone.
- Provides direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
- Covers circulation desk when assigned or as needed.
- Assists with adding/removing accounts into collection.
- Assists with damaged or lost material at the front desk.
- Assists in keeping the library clean and disinfected by fulfilling necessary cleaning jobs/tasks.
- Assists Director with purchasing or suggesting library resources needed for the Children's Library.
- Coordinates advertising information via social media, website, flyers, newspaper, etc.
- Creates and maintains book displays.
- Attends library system workshops and professional meetings to stay well informed.
- Other duties as assigned.